



McHenry County Workforce Investment Board Meeting
Wednesday, May 16, 7:30 AM
McHenry County Workforce Network Center
500 Russel Court, Woodstock, IL 60098
Conference Room 1

1. Call to Order

1.1 Roll Call

- WIB Vice Chairman Don Wallin presided over the meeting. He called the meeting to order at approximately 7:35AM.
- Kerrie Johnson took the roll call, and a membership quorum was present.

2. Public Comments – Don Wallin

- Dave asked if there were any comments / questions from the public, there were none.

3. Consent Agenda (VOTE) – Don Wallin

- Dave asked if there were any changes and or comments to the consent agenda. There were none.
 - Motion to approve made by Julie Courtney
 - 2nd by Rhonda Wood
 - All in favor
 - **Motion Approved**

4. Youth Policy Update (VOTE) – Jeffery Poynter / Julie Courtney

- Julie explained that we had a group of volunteers look over our current youth policies and make changes. The changes were minor, but affected the following policies: Paid Internship /Work Experience, Priority of Service, Youth Incentive Policy, Youth Additional Assistance Policy, Stipends, Supportive Services and the Standing Youth Committee Policy.
 - Motion to approve made by Mary Donner
 - 2nd by Kurt Beier
 - All in favor
 - **Motion Approved**

5. Letter of Support Policy– Jeffery Poynter

- Jeff explained that we get a lot of last minute requests for Letters of Support from different organizations for different grants that they are submitting applications for. A policy was created to outline the guidelines for these requests. The main concern is that we need time to review the requests and make sure that the objective fits in with our mission.
 - Motion to approve made by Mary Donner
 - 2nd by Rhonda Wood
 - All in favor
 - **Motion Approved**

6. Internet Job Seeker Skills RFP – Jeffery Poynter

- Jeff stated that we received 2 responses to the RFP that was sent out for the Internet Job Seeker Skills Series. One from McHenry County College and one from Bruce Bennet. The RFP taskforce met to review the responses and has recommended Bruce Bennet’s proposal for approval. The cost of the contract will not exceed \$16,600 and is based on 4 sessions a month for 13 months.
 - Motion to approve made by Julie Courtney
 - 2nd by Mary Donner
 - Recuse Terri Berryman and Julio Capeles
 - All others in favor
 - **Motion Approved**

7. Basic Computer Skills RFP – Jeffery Poynter

- Jeff stated that we received 2 responses to the RFP that was sent out for the Basic Computer Skills. One from McHenry County College and one from Bruce Bennet. The RFP taskforce met to review the responses and has recommended McHenry County College’s proposal for approval. The cost of the contract will not exceed \$9,420 and is based on 1 session a month for 13 months.
 - Motion to approve made by Julie Courtney
 - 2nd by Paul Harms
 - Recuse Terri Berryman and Julio Capeles
 - All others in favor
 - **Motion Approved**

8. Illinois Workforce Partnership (IWP) – Jeffery Poynter

- Jeff explained that we are part of the Illinois Workforce Partnership which is made up of Workforces throughout the state. He just wants the board members to be aware of this partnership. The Illinois Workforce Partnership promotes the sharing of information among all workforce development boards. Jeff explained that the IWP valuable support system for the McHenry County Workforce Network Board and a model for statewide opportunity.

9. Other Business – Don Wallin

- Jeff mentioned that we had training at our office from IL Assistive Tech for training on accessible documents. He also mentioned that we will be having an Equal Opportunity audit in 2 weeks. This audit is done by DCEO and will be checking to make sure that we are up to date on the accessibility laws. We did have some training done on our accessibility equipment in the resource room over 2 years ago from the Department of Rehabilitation Services.
- Maggie Rivera from Illinois Migrant Council introduced herself to the board and let everyone know that Illinois Migrant Council is coming back and working on rebuilding partnerships.

10. Next Meeting: July 18, 2018; 7:30AM; McHenry County Workforce Network Center

11. Meeting Adjourned 8:25am

Attendance	
Name	Representing / Agency
1. Kay Bates	McHenry County Board
2. Kurt Beier	First Institute
3. Julio Capeles – Delgado	McHenry County College
4. Charlene Choklad	Centegra
5. Julie Courtney	McHenry County Workforce Network
6. Mary Donner	Pace
7. Dr. Terri Berryman for Dr. Clinton Gabbard	MCC
8. Meagan Romer for Jennifer Hall	Mercyhealth
9. Paul Harms	Harms Grain Equipment
10. Maria Martinez-McKinley	DRS
11. Jim McConoughey	MCEDC
12. Derik Morefield	City of McHenry
13. Jeff Poynter for David Niehus	CRV Electronics
14. Doug Potts	IDES
15. Don Wallin	Joule Technologies
16. Rhonda Wood	DHS
17. Others / Guests	
18. Jeffery Poynter	MCWNB
19. Kerrie Johnson	MCWNB
20. Maggie Rivera	IMC
21. Jeff Phillips	
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